



## Roles and Responsibilities of Job Shadowing Partners

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A job shadow is a worksite experience (typically three to six hours) during which a student spends time one-on-one with an employee observing daily activities and asking questions about the job and workplace. Most schools use job shadows for students in the 7<sup>th</sup> through 12<sup>th</sup> grades, and some career and technical programs are realizing the benefits of multiple job shadows to help students better assess areas of career interests.

For job shadowing to be successful, everyone must do their part in planning and implementation, and include a means for gathering constructive feedback from employers, students, and teachers to help make improvements for future job shadowing activities. The roles and responsibilities for each partner have been identified below to assist your team in planning for a job shadow worksite experience.

- **Employer** (owner, personnel manager, supervisor)
  - ☐ Identify a lead person to coordinate the job shadow(s).
  - ☐ Inform employees about job shadows and recruit job shadow hosts.
  - ☐ Provide release time for employees to prepare to host students.
  - ☐ Clarify legal rights, responsibilities, and liabilities with the school.
  - ☐ Make accommodations for students with special needs.
  
- **Job shadow host** (supervisor, employee)
  - ☐ Attend a job shadow orientation session and/or review materials provided by the school.
  - ☐ Discuss details of the job shadow—such as date, time, and special dress code—with the teacher/program coordinator.
  - ☐ Review with the student all relevant health and safety issues, and provide safety gear if necessary.
  - ☐ Help the student understand all aspects of your job by going through your daily routine and answering questions.
  - ☐ Give the student a brief tour of the workplace and introduce her/him to other employees.
  - ☐ Engage the student in some hands-on activities related to your daily work when appropriate.
  - ☐ Be available to the student at all times.
  - ☐ Confirm a back-up person in the event an emergency takes you away from the student.
  - ☐ Complete an evaluation form upon conclusion of the job shadow.
  
- **Student**
  - ☐ Attend an orientation session.
  - ☐ Participate actively in job shadow activities, asking questions, and paying close attention to what is said and demonstrated.
  - ☐ Complete any job shadow assignments given by the teacher as well as any missed class work.
  - ☐ Observe all safety rules.
  - ☐ Adhere to behavior guidelines established by the teacher/program coordinator and job shadow host.
  - ☐ Dress appropriately.

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- ☐ Have a parent or guardian sign a consent form.
- ☐ Obtain a signed consent form from the teachers whose class you will miss.
- ☐ Participate in reflection exercises to think and talk about the job shadow.
- ☐ Complete an evaluation form upon conclusion of the job shadow.
- ☐ Write a letter thanking your job shadow host.

- **Teacher/program coordinator**

- ☐ Provide the student with background information on the company and its industry or have the student research it.
- ☐ Prepare an orientation session and/or materials for the employer and participating employees.
- ☐ Hold an orientation for students and parents/guardians to discuss the purpose and expectations of a job shadow.
- ☐ Provide the student with job shadow assignments that include interview questions about the workplace.
- ☐ Ensure that the student has his or her signed parent/guardian and teacher consent forms.
- ☐ Clarify legal rights, responsibilities, and liabilities with the employer.
- ☐ Arrange for transportation for the student to and from the worksite.
- ☐ Integrate the student's worksite experience with learning at school.
- ☐ Allow students a chance to discuss what they saw and learned during the job shadow.
- ☐ Ask the student to write a thank-you letter to the job shadow host.

- **Parent/guardian**

- ☐ Sign a consent form.
- ☐ Encourage your child to be an active learner at the job shadow and to discuss what he or she saw and did at the worksite.
- ☐ Help your child identify his or her skills and interests.
- ☐ Volunteer as a job shadow host.
- ☐ Recruit local employers, neighbors, and peers to be job shadow hosts.
- ☐ Advocate for work-based learning in the community.

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